

November 8, 2001

MEMORANDUM FOR: Program Office Resource Managers

FROM: Howard G. Borgstrom
Working Capital Fund Manager

SUBJECT: October Working Capital Fund Billing

This memorandum transmits the October 2001, charges to your program for the Working Capital Fund. This bill includes first time charges for the newly added Corporate Human Resources Information System (CHRIS), and On-Line Learning Center (OLC), Businesses. This month billing will not be forwarded to the Chief Financial Officer for entering into DISCAS and FIS. Because of the continuing resolution, the CFO plans to account for these costs in the November DISCAS reporting or whenever appropriations become available.

Initial Payments for FY 2002

The Department is currently operating under a Continuing Resolution (CR) that was recently extended through the middle of November. Subsequently, the Fund has been using carry-over funding from FY 2001 to continue operations in FY 2002. The Working Capital Fund has been receiving bills in excess of its ability to cover using carryover funding. As a result, we are requesting that each customer advance an amount equal to ten percent (10%) of FY 2002 annual estimate for WCF service

Please provide normal funding levels once the FY2002 Appropriations become available. Timely payments to the Fund are necessary for the various business lines to provide uninterrupted contractual support and to execute initial acquisition plans for goods and services within established procurement deadlines as well as to ensure payments are made to vendors within the guidelines of the Prompt Payment Act.

“Funds shall be (1) collected at the beginning of the fiscal year and (2) sufficient to cover estimated costs of providing the goods and services for the fiscal year. In situations where full funding is not appropriated; i.e., during the period of a continuing resolution, a pro rata share of the customer organization’s advance payment shall be paid to the WCF until full funding becomes available.” **CFO Guidance issued September 1998**, “Working Capital Fund, Administrative Control of Funds.”

A standard Payment Authorization Memorandum is attached to this correspondence to help you fund your Working Capital Fund activities.

FY 2002/2003 Budget Guidance

By memorandum dated May 18, 2001, we issued guideline estimates for FY 2003 Corporate Review (CRB), which included revised estimates for FY 2002. In addition, FY 2001 actual costs are good indicators for FY2002 activities. This may not be true for Building Occupancy, Desktop Support, and Payroll Processing estimates that could vary from FY 2001 actual expenses due to revised rate structures or renegotiated annual Service Agreements.

Other factors, known only to the program, may also impact your consumption of WCF goods and services. In making resource allocations for your program, you may wish to adjust our estimates as necessary to account for planned changes in staffing levels, anticipated increases or decreases in usage levels, potential organizational realignments, and any other factors that you feel are appropriate and relevant.

In early December 2001, after the WCF Board meeting, we will update FY 2002 and FY 2003 budget estimates to provide you with our most recent information based on OMB passback for the Congressional Budget Request.

Cost and Payment Analysis

The following table is attached to assist you with your analysis of actual monthly WCF expenditures:

Table I **Summarizes costs for the current billing cycle only and provides separate columns for some business lines to distinguish between charges that are assessed monthly and those assessed annually or quarterly.**

October Charges Per Business Line

Supplies - The enclosed bill reflects actual usage of supplies for the month of October both as purchased through the various PAPERCLIPS Stores and as ordered through Requisition.

Mail Services - The enclosed bill includes **annual** charges for internal distribution services at \$10,500 per mail stop assigned to your organization. Charges for outgoing metered mail and special handling charges incurred during October are also included.

Photocopying - This bill reflects charges for actual October usage only. Per copy rates for central and staffed facilities are 2.8 cents per copy. Other charges remain unchanged from FY 2001; 1.5 cents for dedicated copies; 50.0 cents for color copies.

Printing and Graphics - The enclosed bill reflects charges for Printing jobs ordered and Federal Register notices published during October. It also includes charges for indirect Graphics support at the rate of one-twelfth the annual assessment, based upon the pro-rata share of total service costs as determined by usage of such service in FY 2001.

Building Occupancy - This bill includes charges for non-standard space alterations, additional rent charges, utilities, office relocations, and other E&F services requisitioned and performed prior to October 25. **NOTE: The October bill does not include charges for the first quarter rental charge. The November bill will reflect charges for the first quarter of the FY equal to one-fourth of the full annual estimate for space assigned to your organization as of October 1, 2002.**

Telephones - The October bill indicates the difference that results from the reversal of accruals billed last August and actual usage costs for August. For most programs this should represent small charges or credits for October. In addition, infrastructure charges, based upon the number of phone lines currently assigned to your organization, appear at the rate of one-twelfth the annual estimate.

Network - October charges, based upon the number of LAN connections currently assigned to your organization, are included at the rate of one-twelfth the annual estimate. October charges **for DOEnet** are based on customer usage with an allocation of DOE CHRIS utilization charged back to customers based on standard on-board staffing levels used in the payroll business.

Desktop - The enclosed Desktop bill incorporates time and materials charges for service actually used during October. Charges for subscription and warranty service are also included at the rate of one-twelfth the annual cost, where applicable.

Payroll Processing - October charges are for the full **annual** amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2002.

Corporate Human Resource Information System (CHRIS) - October charges are for the full **annual** amount assessed to your organization, based upon actual on-board staffing at the beginning of FY 2002.

On-Line Learning Center (OLC) - The enclosed bill includes fixed operating and maintenance costs and variable subscription costs for the OLC. Fixed operating and maintenance costs are allocated to program offices based on their participation in the OLC business during the pilot period of FY 2001. Variable subscription costs are based on the number of subscriptions requested by program office for OLC courses.

WCF Information Sources, Working Capital Fund Web Page

You may obtain additional information regarding the WCF by visiting the Working Capital Fund Web Page at <http://www.hr.doe.gov/wcf>. Information available on the Web Page includes:

- The updated Fourth edition of the WCF Guide to Services, Policies and Procedures;
- FY 2002/FY 2003 Budget Projections;
- The monthly summary billing tables (I-V) with accompanying transmittal memo;
- Announcements of upcoming Board meetings and Board meeting minutes;
- Quarterly Financial Status Reviews;
- An explanatory Overview and historical background of the Fund.

Please contact Ingrid Robinson (6-5567) if you have questions or comments.

Billing Inquiries

To deal with specific billing issues, we recommend that you contact the following individuals:

BUSINESS LINE	BILLING CONTACT	TELEPHONE
Administrative Services: Building Occupancy Supplies Mail Printing and Graphics Copying	John Harrison	(202) 586-3611
Information Management: Telephones Desktop Services Networking	Mike Orosz Ann Warnick	(301) 903-2957 (301) 903-3056
Contract Closeout	Jeff Rubenstein	(202) 287-1516
Payroll Processing	Jean Morgan	(301) 903-5858
CHRIS	Enid Levine	(202) 586-1194
On Line Learning Center (OLC)	Tanya Lockett	(202) 287-1655
Billing Process and Policies	Bob Emond	(202) 586-2354
	Roscoe Harris	(202) 586-5527

We recommend that you use e-mail to communicate your questions, because that permits better tracking of concerns both by you and by us.

Thank you for your cooperation.

Attachments

ATTACHMENT 1

ADDRESS LIST FOR WCF BILLING

<u>PROGRAM</u>	<u>ADDRESSEE</u>	<u>COPY</u>
BCA	B. Van Doren	
BPA	W. Marlowe	R. Seifert
CI/PA	L. I. Brown	
CN	C. Karis	
ED	L. Rudnick	
EE	F. Glatstein	
EH	G. Judge	L. Gasperow
EIA	N. Burnette	
EM	E. Bronstein	B. Male
FE	C. Roy	
GC	D. Bullington	
HG	R. Tedrow	P. Spencer
IG	J. Gibson	B. Schrum
IM	A. Warnick	
IN	L. Cain	
ME/AB/S	F. Feiner	
NA	S. Haller	
NE	W. Carroll	L. Soo Hoo
OA	L. Gasperow	
PML	M. Livingston	D. Meyers
PI	S. Browne	C. Jagessar
RW	L. Barrett	D. LeVan
SC	M. Vallette	B. Lasky
SO	R. Shores	N. McNulty
WT	G. King	M. Mescher

WCF BOARD MEMBERS

CFO	B. Carnes	IN	L. Sanchez
EE	D. Garman	NE	W. Magwood
EH	S. Carey	NA	J. Gordon
EI	M. Hutzler	PI	V. Bailey
EM	J. Roberson	SC	J. Decker
FE	R. Kripowicz	SO	J. Mahely
GC	L. Otis		

Summary of Current Month Bill - October, 2001
(WHOLE DOLLARS)

TABLE IA

BILLING CYCLE	MONTHLY	MONTHLY	ANNUAL		MONTHLY	MONTHLY		MONTHLY	QUARTERLY	MONTHLY	
ORG CODE	SUPPLY	MAIL	MAIL DISTRIB.	TOTAL MAIL	DEDICATED COPIERS	CENTRAL FACILITIES	TOTAL COPYING SERVICE	PRINTING & GRAPHICS	BUILDING OCCUPANCY	BLDG ALTERATION	TOTAL BUILDING OCCUPANCY
AB	145	35	14,140	14,175	128	0	128	807	0	45	45
BCA	227	18	0	18	40	0	40	296	0	0	0
BPA	469	4	12,533	12,537	0	0	0	412	0	0	0
CI	1,450	402	24,640	25,042	1,125	587	1,712	459	0	550	550
CN	2,967	314	14,140	14,454	834	2,027	2,861	3,040	0	0	0
ED	996	279	45,640	45,919	573	1,196	1,769	3,687	0	0	0
EE	24,363	10,176	14,140	24,316	3,748	7,404	11,152	83,397	0	315	315
EH	14,664	702	35,140	35,842	11,595	2,324	13,918	6,350	0	0	0
EIA	14,723	3,150	87,640	90,790	661	11,738	12,399	24,083	0	295	295
EM	18,834	1,005	35,140	36,145	11,151	1,165	12,316	26,236	0	125	125
FE	8,937	1,599	24,640	26,239	2,828	3,233	6,060	7,091	0	2,390	2,390
GC	4,820	580	29,350	29,930	2,287	275	2,562	2,152	0	0	0
HG	910	220	14,140	14,360	714	0	714	2,478	0	0	0
IG	2,697	1,542	24,640	26,182	877	846	1,723	5,127	0	170	170
IM	9,315	441	0	441	788	220	1,008	4,451	0	0	0
IN	1,293	227	14,140	14,367	1,030	3	1,034	-1,694	0	0	0
ME	44,067	8,483	317,030	325,513	27,115	10,052	37,167	50,897	0	5,337	5,337
NA	44,811	1,533	84,420	85,953	13,380	6,602	19,982	6,268	148,800	5,303	154,103
NE	5,416	361	34,140	34,501	716	2,319	3,035	1,083	0	245	245
OA	3,167	1,295	14,140	15,435	419	35	454	238	0	0	0
PA	1,927	376	35,140	35,516	353	6,961	7,314	17,135	0	575	575
PI	4,153	99	45,640	45,739	2,986	1,580	4,566	2,958	0	200	200
RW	1,252	90	14,140	14,230	146	777	923	1,506	0	1,293	1,293
S	993	54	14,140	14,194	0	500	500	5,028	0	0	0
SC	21,065	4,810	24,640	29,450	1,257	2,929	4,186	9,393	0	50	50
SO	19,356	5,641	129,640	135,281	3,369	4,459	7,829	7,579	0	56,162	56,162
WAPA	43	7	12,533	12,540	0	0	0	232	0	0	0
WT	546	9	14,140	14,149	442	82	523	1,081	0	0	0
FO	0	0	0	0	0	0	0	0	0	0	0
Bus. Line	0	0	0	0	0	0	0	793	0	0	0
TOTAL	253,604	43,452	1,129,806	1,173,258	88,564	67,314	155,879	272,563	148,800	73,054	221,854

Summary of Current Month Bill - October, 2001
(WHOLE DOLLARS)

TABLE IB

BILLING CYCLE	MONTHLY	MONTHLY		MONTHLY	MONTHLY	MONTHLY	ANNUAL	ANNUAL	QUARTERLY	ANNUAL	
ORG CODE	PHONE USAGE	TELEPHONE INFRASTRUCTURE	TOTAL PHONE SERVICE	DESKTOP SUPPORT	NETWORK	CONTRACT CLOSEOUT	PAYROLL PROCESS	CHRIS	ONLINE LEARNING CENTER	INDIRECT FUND ADMINISTATION	TOTAL October
AB	32	748	780	159	939	0	784	549	110	0	18,621
BCA	-13	374	361	166	48	0	1,306	915	0	0	3,376
BPA	-44	972	928	0	108	0	0	0	8,020	0	22,474
CI	-101	3,028	2,927	1,838	1,573	0	10,713	7,499	97	0	53,860
CN	26	6,242	6,269	319	1,378	240	7,316	5,121	195	0	44,161
ED	-97	3,626	3,529	359	2,426	680	10,452	7,316	1,754	0	78,888
EE	-1,235	31,549	30,314	7,490	72,379	10,160	143,973	100,781	9,581	0	518,222
EH	936	23,400	24,336	3,871	23,693	5,440	73,163	51,214	9,034	0	261,525
EIA	-1,855	31,287	29,432	75	1,412	15,120	100,598	70,419	16,846	0	376,193
EM	-859	39,099	38,241	7,690	67,406	11,280	553,422	387,395	23,943	0	1,183,033
FE	-282	16,335	16,053	9,151	31,119	30,000	251,627	176,139	7,879	0	572,685
GC	-296	12,672	12,376	2,343	7,071	240	40,239	28,168	12,044	0	141,944
HG	-90	2,467	2,377	438	1,053	0	10,190	7,133	2,549	0	42,203
IG	-20	7,551	7,531	1,836	9,228	240	66,630	46,641	14,987	0	182,992
IM	-267	20,447	20,180	7,004	16,964	240	26,652	18,656	0	0	104,911
IN	55	4,037	4,093	1,577	142	480	10,190	7,133	3,242	0	41,856
ME	-1,412	79,881	78,469	13,098	74,801	8,080	183,952	128,766	33,598	0	983,744
NA	2,141	67,882	70,023	12,819	89,317	5,200	704,450	493,115	18,967	0	1,705,010
NE	-301	10,579	10,278	1,806	7,095	4,960	27,175	19,022	3,544	0	118,158
OA	46	3,065	3,112	130	2,470	240	9,929	6,950	779	0	42,904
PA	-80	2,878	2,798	1,856	1,759	480	7,316	5,121	195	0	81,992
PI	-167	8,448	8,281	1,987	6,819	0	26,913	18,839	4,504	0	124,960
RW	-757	7,177	6,420	2,652	5,109	9,920	41,546	29,082	1,809	0	115,742
S	49	5,495	5,544	582	1,809	0	7,839	5,487	97	0	42,073
SC	-494	26,390	25,897	3,912	41,897	0	332,889	233,023	8,575	0	710,337
SO	-1,176	37,268	36,092	3,834	17,889	240	45,988	32,192	22,049	0	384,489
WAPA	-20	635	616	0	23,588	0	399,781	279,847	25,901	0	742,547
WT	32	1,645	1,677	448	1,484	240	4,965	3,475	622	0	29,210
FO	0	0	0	0	0	0	0	0	8,360	0	8,360
Bus. Line	0	0	0	0	0	0	0	0	0	0	793
TOTAL	-6,248	455,176	448,928	87,440	510,975	103,480	3,100,000	2,170,000	239,281	0	8,737,261